

# OSCEOLA COUNTY PARKS COMMISSION JOB DESCRIPTION

## Executive Secretary/Bookkeeper

**Supervised By:** Parks Director

**Supervises:** None

### **Position Summary:**

Under the general direction of the Parks Director, the Executive Secretary/Bookkeeper will perform a variety of secretarial/administrative support functions for the OCPC. Utilizes work processing to prepare correspondence and other documents, compiles reports, performs research, develops spreadsheets, receives and screens calls, schedules appointments, maintains departmental records and files, prepares agendas and records minutes for meetings and assists with purchasing. Performs OCPC accounting and bookkeeping functions as required and maintains department revenue and expenditure records. Work cooperatively with other park staff and outside agencies. Assists the public with information on services and responds to inquiries.

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all the following essential functions. These examples do not include all the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. The Executive Secretary/Bookkeeper will provide clerical support and assistance to the Osceola County Parks Director and the Osceola County Parks Commission.
2. The Executive Secretary/Bookkeeper will utilize personal computer to accomplish bookkeeping, correspondence and statistical compilation.
3. The Executive Secretary/Bookkeeper will maintain records that accurately reflect the financial status of the parks. This involves maintaining checking and savings accounts, processing transfers, reconciliation, accounts payable, accounts receivable, payroll, and balancing general ledger trial balance to park records. Monitors cash balance and transfers funds when necessary to the county treasurer.
4. The Executive Secretary/Bookkeeper will research, compile, compose and prepare correspondences, records and reports, requiring knowledge of departmental activities and requirements.
5. The Executive Secretary/Bookkeeper will reconcile and resolve discrepancies between invoices and statements. Processes and records invoices for payment by recording the appropriate line item. Maintains all office accounts for Osceola County Parks Commission.
6. The Executive Secretary/Bookkeeper will prepare financial statements for committee and commission review. Attends all various meetings to present financial reports and information as requested.
7. The Executive Secretary/Bookkeeper will assist in preparations of Osceola County Parks Committee's and Osceola County Parks Commission agendas and all other documents for meetings. Takes minutes at committee and commission meetings. Assists with follow up on issues acted upon at meetings.
8. The Executive Secretary/Bookkeeper will assist the Osceola County Parks Director in making required periodic reports, as well as such reports and background information as may be necessary for the compiling and preparation of the annual budget.
9. The Executive Secretary/Bookkeeper will greet the public, answer incoming telephone calls, takes pavilion and camping reservations, handle seasonal campsite lottery and receive and process park revenues.
10. The Executive Secretary/Bookkeeper may travel to off-site meetings and perform support tasks
11. The Executive Secretary/Bookkeeper will provide assistance with purchasing of supplies needed for the Osceola County Parks operation.

### **Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individual with disabilities to perform the job.

1. Two to three years' experience in performing responsible clerical work, including bookkeeping or accounting with progressive levels of responsibilities is required.
2. High school graduation with additional college level coursework in an advanced business or secretarial program or Administrative Assistant Degree program (two-year certificate).
3. Michigan vehicle operator's license.
4. General knowledge of modern office practices and procedures, computer software programs, business English, spelling and commercial subjects.
5. Thorough knowledge of the organization, procedures and operations of Osceola County Parks Commission functions.
6. Skill and accuracy in performing various clerical and typing tasks, making arithmetic calculations with speed and accuracy, planning and organizing office activities, assemble data and prepare accurate records and reports, working effectively with numbers and to type 50 WPM.
7. Ability to work effectively with other employees and the general public, and ability to deal with the public tactfully and courteously.

### **Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works both in an office and in the field. The employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard. The employee must be mobile in both an office and field setting, stand, sit, stoop, walk and kneel, use hand to finger, handle or feel and reach with hands and arms. The employee must occasionally lift and/or move items of light weight and must frequently operate a vehicle to travel to other locations.